

IPRS COURSE CURRICULUM

Subject: IPRS Overview Training

This Session provides an overview of the IPRS System for program administrators and future IPRS system users. IPRS system functions as well as the business implications for area programs are addressed.

Target Audiences:

For area programs, IPRS Coordinators, financial managers, client accounting staff, and medical records administrators are the primary target audiences.

Subject: IPRS Client Eligibility Users Training

This Session provides an overview concerning the enrollment and monitoring of Client Eligibility including information concerning CNDS interfaces and procedures and the EDI 834 transaction set layout. Staff who will use the Client Eligibility browser screens or Report2Web reports should attend.

Target Audiences:

For area programs, IPRS Coordinators, people who conduct administrative intakes (registration/admission) and medical records staff are the primary target audience.

Subject: IPRS Attending Provider Users Training

This Session provides an overview concerning the enrollment and monitoring of IPRS Attending Providers using IPRS Browser screens and reports.

Target Audiences:

For area programs, staff responsible for the enrollment of Contract Agencies (Attending Providers). It is recommended that attendance as well as access to this functionality be restricted to 1-2 users in each area program in order to maintain data integrity.

Subject: IPRS Site Coordinator Training

This Session provides an overview of IPRS Site Coordinator responsibilities including IPRS Security Procedures, Helpdesk (BugCentral™) procedures, Report2Web™ instructions, and Electronic Mailbox instructions.

Target Audiences:

For area programs, the site coordinator responsible for IPRS and one backup staff.

Subject: IPRS Claims Filing Users Training

This Session provides an overview of IPRS Claims Filing including information concerning EDI 837 transaction set layout and submission considerations, EDI 835 transaction set layout and balancing procedures, and adjustment processes. Staff who submit, or coordinate the requirements for the submission of, claims and adjustments, reconcile remittances, or utilize Report2Web reports should attend.

Target Audiences:

For area programs, people who will be involved in claim submission and reconciliation or who will be involved in report review.

Subject: IPRS Prior Approval Users Training

This Session provides an overview of the IPRS Prior Approval types and dispositions, Prior Approval browser screen instructions, and Report2Web use for administering Prior Approvals.

(Note that the focus is the use of the IPRS on-line system, NOT clinical decision-making or utilization management policy. Disability sections will provide assistance to pilot sites in developing clinical procedures and documentation in separate sessions at a later date.)

Target Audiences:

For area programs, Administrative staff who will be entering and monitoring Prior Approvals using the IPRS on-line system, and monitoring Prior Approvals using Report2Web. (Note that this session is NOT targeted to Case Managers or clinical program managers!)

For Division Disability Sections, staff member(s) who will work with pilot area programs to develop PA procedures and documentation.

For Program accountability, staff members who will be involved in coordinating Utilization Management policy.

For IT Services, staff members who will be involved in Help Desk functions.

Subject: IPRS LMA Reports Users Training

This Session provides an overview of the IPRS Reports available to LMA staff utilizing Report2Web. This session includes all other reports not previously covered by area specific training sessions.

Target Audiences:

For area programs, Administrative staff who will be involved in financial balancing and reconciliation, and information gathering for utilization and statistics,

For IT Services, staff members who will be involved in Claims Research functions.